

# EMPLOYMENT OPPORTUNITY

## U.S. MISSION GERMANY

Number: B 13-10

Date: January 28, 2010

Position Title	Chauffeur
Location	US Embassy Berlin, Defense Intelligence Agency Liaison (DIAL) Office
Open To	All Interested candidates
Salary and Grade	<p>Not Ordinarily Resident            - US \$ 21,517 per year starting salary            Position Grade: FP-BB            Ordinarily Resident            - € 27,438 per year starting salary            Position Grade: FSN-03            Candidate may be hired on a developmental level, i.e. one or more pay grades below the full performance level in order to receive training and to acquire knowledge of U.S. Government specific regulations and operating procedures.</p>
Work Hours	Full-time, 40 hrs/week
Opening Date	January 29, 2010
Closing Date	February 21, 2010
Security Requirement	US Mission issued medical/non-sensitive security clearance

The U.S. Embassy in Berlin is seeking an individual for the position of Chauffeur in the Defense Intelligence Agency Liaison (DIAL) Office.

### **BASIC FUNCTION OF POSITION**

*(A copy of the complete position description listing all duties and responsibilities is available upon request. Send your request to [employment-germany@state.gov](mailto:employment-germany@state.gov) with identification of vacancy number.)*

Incumbent drives the Defense Intelligence Agency Liaison (DIAL) Berlin staff and their official visitors to various locations within Berlin, neighboring areas, and on long distance trips. He/she applies sound judgment in determining shortest and most practical route to be used consistent with economy and safety considerations, and observes traffic regulations, safe driving practices, and rules of courtesy expected of a chauffeur of a foreign government representative. Performs messenger/courier services between the DIAL Berlin office and various US and foreign government/local offices, firms, and individuals. Incumbent is responsible for the maintenance and cleanliness of vehicles, maintaining service charts, and completing driving logs and fuel logs in accordance with directives.

### **QUALIFICATIONS REQUIRED**

All applicants must address each selection criterion detailed below with specific information supporting each item.

**EDUCATION:** Completion of secondary school (Germany: Realschule, America: American High School Diploma or GED, for all other 10 years of schooling) is required.

**EXPERIENCE:** Three (3) years of previous experience as a chauffeur with a clean driving record is required.

**LANGUAGE:** Level 3 (good working knowledge) speaking, reading, writing English and German is required.

### **KNOWLEDGE, SKILLS, ABILITIES:**

- Valid German class B, C1 (formerly III) is required, a copy of which **must** be provided with the application;
- Ability to perform operator-level preventive maintenance, checks, services, and minor automotive repair work is required;
- Knowledge of German local and federal driving regulations; defensive driving and vehicle security procedures, and basic knowledge of vehicular mounted/installed GPS navigation devices is required;

- Must have completed a defensive driving, vehicle security, or anti-terrorism driver's training course.

Please note that the Human Resources Office may conduct tests of appropriate language levels, or other required skills during the interview process.

## APPLICATION INFORMATION

- **Selection Process:** When fully qualified, U.S. citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications in the application.
- **Additional Selection Criteria:**
  1. The U.S. Mission will consider nepotism/conflict of interest, budget, and residency status, and whether applicant has a work permit, in determining successful candidacy.
  2. Locally Employed Staff (LE Staff) of U.S. Mission Germany having served less than 12 months in their current position are not eligible to apply.
  3. Current Locally Employed Staff (LE Staff) with an overall summary rating of 'Needs Improvement' or 'Unsatisfactory' on their most recent Employee Performance Report are not eligible to apply.
  4. Currently employed U.S. citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first ninety (90) calendar days of their employment.
  5. Currently employed Not Ordinarily Resident (NOR) employees, hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first ninety (90) days of their employment unless hired into a position with a When Actually Employed (WAE) work schedule.
  6. The candidate must be able to obtain and hold a non-sensitive security clearance.
- **To Apply:** Interested applicants for this position must submit their application and pertinent supporting documentation using the U.S. Mission's electronic application procedure:

Direct link: <http://employment.usembassy.de/>

1. The U.S. Mission will only accept applications submitted electronically using the above-referenced link.
2. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their electronic application.
3. Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.
4. Application language is English, i.e. letter of introduction and application for employment, CV or resume only. Certificates, awards or degrees in English or German do not need to be translated.
5. Note that the U.S. Mission does not/not refund travel expenses incurred by the interviewee.

For a complete list of the terms such as USEFM, EFM, MOH, NOR, OR and their definitions, see the definitions list on the website <http://employment.usembassy.de/definitions.htm>.

**CLOSING DATE FOR THIS POSITION:** February 21, 2010

The U.S. Mission in Germany provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliations. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts of relief.

Approved: HR: JCisek  
Cleared: DIAL: SZartler/SHendricks  
Drafted: HR: KWitte